

RECREATION SERVICES ASSISTANT IV

DEFINITION

To supervise, schedule Building Attendants and coordinate one recreational activity or several closely related recreational activities, provide customer service, room set ups and address building maintenance issues for recreational facilities. Responsible for hiring, training and evaluating assigned personnel. Assignments in this classification may include, but are not limited to: Head Pre-School Instructor, Lead Building Attendants, Rainbow Theater Director or Pool Manager.

DISTINGUISHING CHARACTERISTICS

This is the supervisory class in the Recreation Services Assistant series. The Recreation Services Assistant IV is distinguished from the III level by responsibility assumed for serving in the supervising capacity of other assigned recreational services personnel and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance of the job duties and work independently.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from either a Program Coordinator or Recreation Services Supervisor according to assigned area of responsibility.

Exercises direct supervision over assigned recreational services personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, organize and direct recreational activities for assigned area of responsibility.
- Direct work of volunteers, recreation leaders and other recreational services personnel.
- Develop and coordinate promotional activities including fundraising, special events and media relations.
- Ensure compliance with City policies and procedures.
- Maintain supplies equipment and records as needed.

CITY OF MILPITAS

Recreation Services Assistant IV (Continued)

- Provide staff training in area of assignment.
- Maintain records on program activities.

When assigned as Lead Building Attendants, duties may include but not limited to the following:

- Hire, train, schedule, Building Attendants, who set up rooms for various recreation classes and rental groups.
- Direct the work of Building Attendants. Insure the safety and cleanliness of various recreation facilities.
- Interact with rental groups, which include approving rental applications, room diagrams, sending written letters, and evaluating said recreation facilities.
- Assist in the coordination of citywide special events.

EXAMPLES OF DUTIES

- Respond to public inquiries and complaints.
- Perform complex administrative work including preparation and maintenance of program activity reports, administration of program budget and staff evaluations.
- Performs other duties as assigned.

When assigned Head Pre-School Teacher

- Plan and direct work of pre-school personnel.
- Instruct classes in educational and physical activities.
- Recruit, train and evaluate new staff.
- Keep pre-school records and prepare related reports.
- Organize and staff fund-raising efforts.
- Compile and edit pre-school newsletter.

Recreation Services Assistant IV (Continued)

- Monitor pre-school program budget; order supplies.
- Open and close facilities.
- Other duties as required.

When assigned Head of Building Attendants

- Performs daily room set-ups, and ensures the cleanliness, safety, and maintenance of recreation facilities.
- Guide Building Attendants through daily work assignments.
- Open and close facilities.
- Weekend, holiday, evening shifts are likely.
- Other duties as required.

QUALIFICATIONS

Knowledge of:

Purposes and practices of municipal recreational programs.

Modern office practices and principles.

Safe work practices.

Principles of supervision and training.

Lifting and moving a minimum of 20lbs of equipment.

Ability to:

Communicate and work effectively with the public and City personnel.

Establish and maintain program procedures and policies.

Establish and maintain training and staff appreciation procedures.

Keep and maintain program records.

CITY OF MILPITAS

Recreation Services Assistant VI (Continued)

Plan, organize and direct the work of others.

Work independently.

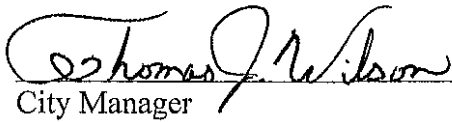
Assess program needs and implement policy changes when necessary.

License

Appropriate valid California driver's license and satisfactory driving record.

Certification in first aid and CPR.

Approved by:


City Manager

7-24-00
Date